



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

FINANCIAL ANALYST
(FINANCIAL MANGEMENT OFFICE – BAGHDAD)

SOLICITATION No. 12-013

OPENING DATE: March 04, 2012

CLOSING DATE: March 25, 2012

MARKET VALUE: FSN-10 (USD36,072.00 – USD54,108.00 Basic Salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-010. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The incumbent serves as a Financial Analyst under the daily supervision and guidance of the Senior Financial Analyst, USAID/Iraq. Analyzes and advises on: (1) the financial and programmatic aspects of designing, developing, implementing and evaluating USAID program-funded activities, a substantial number of which are large and complex; and (2) the various aspects of USAID/Iraq and contractors'/grantees' internal operations. Also, designs and conducts financial and operational reviews of host country organizations and other grantees and advises on appropriate steps to be taken to implement and resolve audit findings and recommendations at USAID/Iraq and at contractors'/grantees' offices.

MAJOR DUTIES AND RESPONSIBILITIES:

The employee reports directly to the Senior Financial Analyst. He/she provides financial advice on the design, development, implementation, and evaluation of USAID-financed programs and on various aspects of all internal operations relating to USAID programs. He/she analyzes and makes recommendations on the general financial feasibility of projects, adequacy of program budgets, alternative sources of financing, total costs over the lifetime of programs, and project financial reporting requirements. The incumbent conducts financial and operational reviews of prospective contractors and grantees to determine the adequacy of their accounting systems and internal controls. He/she also assesses their financial status and their ability to perform as envisioned under contracts/grants, providing them with information and assistance on taking necessary measures to meet financial reporting requirements. As one of three Financial Analysts in the USAID Mission, he/she is responsible for providing support to approximately 40% percent of the Mission program portfolio.

a. Provides analysis, advice, and recommendations to Mission Technical Offices (30%)

Serves as a member of Technical Offices' teams responsible for approximately half of the Mission's program activity of over \$5 billion spread across a large number of programs and projects. Specifically, this includes financial analysis of proposed program activities, including feasibility from a financial and accounting standpoint and the potential, if any, for loss or misuse of U.S. funds; if applicable, analysis of host government abilities to manage U.S. funds and the presence of host government internal controls; financial analysis of grants and contracts to ensure that they are financially viable and conform to required financial controls and procedures; and continuing support to contracts and grants after they have been awarded to ensure that, from a financial and accounting standpoint, law and regulations are being observed, performance requirements of the contracts and grants are being met from a financial standpoint, and required reports are being submitted in a timely and accurate manner. Provides analysis and financial input to program budget development and monitors program budget execution. Periodically reviews the adequacy of current funding, and the preparation and submission of required internal reports for mission managers and external reports to USAID/W and the U.S. Congress.

b. Audit Coordination (30%)

Under the direction of the Senior Financial Analyst, coordinates the Mission's audit responses and audit recommendation actions. Tracks and follows-up on all outstanding audit action and coordinates Mission's annual internal control review process. Under the supervision of the Senior Financial Analyst, coordinates the assessment of risks and testing of internal controls ensuring that testing and reporting is documented in Mission's files.

c. Monitors the financial performance of and provides analysis, advice, and recommendations to current and potential USAID contractors and grantees (20%)

Through direct contact with current and potential USAID contractors and grantees, including site visits to activities in the field whenever the security situation permits, analyzes and provides advice and recommendations on financial aspects of program implementation activities including conducting pre- and/or post-award financial management training to recipient staff and Mission's Locally Engaged staff. Reviews and assesses program activities on the ground to determine whether they generally match the flow of funds being provided to contractors/grantees. Provides advice and assistance on program-related financial management and accounting, establishment and maintenance of internal controls, and preparation and timely submission of required reports. Follows-up on identified deficiencies to ensure that they have been corrected. In general, he/she serves as the Mission's primary point of contact with assigned contractors and grantees on financial matters, and as such must remain fully informed on their current activities.

d. Other activities (20%)

Maintains appropriate office financial files in areas of his/her responsibility; ensures financial data is properly included in financial software programs, reports, and other documentation; provides analysis of audit findings and recommends appropriate responses and tracks audit recommendations through final action; participates in the assessment of Mission internal control procedures and in internal meetings and other activities of the USAID Mission and the U.S. Embassy relevant to areas of his/her responsibility.

e. Performs other duties as required.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

Education (20 Points): The successful candidate must possess a minimum of a bachelor's degree, in a relevant major (accounting, business management and/or finance) is required. Advanced studies (master's degree) and coursework in a related field is preferred but is not required.

Experience (25 Points): A minimum of five years of progressively responsible experience in professional accounting, or auditing, or financially-oriented business management is required. A minimum of three years experience in financial management environment of an international organization is required since the successful candidate must be ready to immediately evaluate USAID financial management policies, procedures and systems.

Language Proficiency (10 Points): Level IV ability (fluent) in English is required. Skill in written English is particularly important. Fluency in Arabic is required.

Knowledge (25 Points): A comprehensive knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. A thorough knowledge of laws, regulations and procedures in financial management associated with an international development organization is desired. A thorough knowledge of how development projects are designed, developed, implemented and evaluated is highly desired. General knowledge of development project planning and implementation procedures is desirable. Familiarity with management of development and humanitarian programs is desired.

Skills and Abilities (20 Points): Must be able to make independent judgments and recommendations on institutional capabilities and the adequacy of accounting systems and controls. Candidate must possess the ability to operate in the heavy workload/high stress environment of a very large mission with unusually diverse and exceptionally complex projects. Must be able to obtain and analyze a variety of privileged information and assess its relative reliability and value. A high degree of professionalism, discretion, and sound judgment in representing the USG are essential elements of the position given the sensitivity of USG policy in the region.

Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. The ability to conduct a broad range of difficult and complex financial analyses and reviews and prepare written reports of findings and recommendations is essential.

Possess a strong ability to detect the financial strengths and weaknesses of projects. Individual initiative and resourcefulness are required on a regular basis to conceptualize work, identify and analyze the critical aspects of each assignment, and determine the basic approach and specific techniques to be applied.

Ability to work on a team and to maintain cordial and professional relationships with local staff and external partners in various locations is essential. Excellent interpersonal skills and ability to support Mission staff with program implementation are necessary. Must be able to develop and maintain contacts with high level officials of public and private institutions. Demonstrated ability to work in teams and commitment to the team mode of operation, with proven organizational and administrative skills are required.

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov